

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: March 3, 2008

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – FEBRUARY REVISION # 02 - 08**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for February 2008. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

The Table of Contents (TOC) has been updated. The sections within the TOC will now link to the particular sections within the PPM from the SCO web shtml page:  
<http://www.sco.ca.gov/ppsd/ppm/toc.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the February 2008 PPM are provided below.

Section D - 200 Payroll/Agency Cutoff/Cycle/Transfer Date - 2009, added.  
201 Biweekly Pay Periods/Deduction Schedule for 2009, added

Section H -100 Income Tax, revised.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Dave Edwards at 322-7953 or via email at [dedwards@sco.ca.gov](mailto:dedwards@sco.ca.gov).

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